

WAUNAKEE COMMUNITY SCHOOL DISTRICT

CHEMICAL HYGIENE OFFICER (Job Description)

REPORTS TO: Facilities Director

GENERAL FUNCTIONS:

Development, implementation, and administration of the District's Chemical Hygiene Plan.

SPECIFIC DUTIES AND RESPONSIBILITIES:

Essential Functions:

1. Schedule annual safety training
2. Collect and file all safety contracts
3. Update, collect, and file Material Safety Data Sheets
4. Coordinate chemical goggles for science department
5. Coordinate safety equipment inspection and maintenance logs (eyewash, safety showers, fume hoods, spill kits)
6. Periodically inspect science areas, particularly storage areas, for safety concerns
7. Annually inspect safety equipment
8. Annually review district emergency procedures (i.e.: chemical spills/releases, fires, accidents/injuries) and develop written procedures for all experiments
9. Serve as liaison in charge of chemical disposal as well as responsible for hazardous waste storage area
10. Serve as liaison between instructors and building principals regarding chemical hygiene
11. Issue verbal warnings regarding safety violations when necessary
12. Contact building principal regarding frequent or blatant violations
13. Respond to general safety issues as necessary
14. File incident/accident reports with building principal
15. Explain/enforce Chemical Hygiene Plan (CHP), as necessary

Adopted: September 2012